To obtain the electronic file with the database, please contact:

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SPS Setup Access Database Tool Procedures

1. As this model will simulate your SPS security model, each of the various aspects of the security must be configured to reflect a site's circumstance.

1.1. The default data in the database reflects the DLA standard data set established during Component planning meetings.

1.2. The greater the use of the standard data set in the model, the fewer changes will need to be made in the default data and the more quickly the documentation process will go.

1.3. While SPS allow delineating security rights access at the individual user level, for simplicity, this model only currently only assigns rights to users at the security group level.

1.4. Optimal use of the model requires that user be familiar with the basic premises of the SPS security model features (e.g., What is meant by a user having read, write, move (drag), or delete rights.).

1.5. This database model is constructed in Microsoft Access 97 and although these instructions will strive to be as illustrative as possible, familiarity with Access 97 would be very useful for conducting and constructing more sophisticated queries and making other modifications to the model as desired.

2. If your activity will be utilizing the default values of the various aspects of the security model, you should skip that corresponding modification instructions and move to the next step. If as you are moving through your security model and decide you wish to add a new group, class, etc. this tool will allow you to do so. Simply find the appropriate set of instructions on this list and make the changes. Once you close the particular table, the updated data should then be available from the appropriate pulldown list.

3. The database is structured as follows:

3.1. This is standard relational database application, you should be advised that any changes you make to any of the data tables takes affect immediately. If you wish to conduct multiple scenarios, we recommend that you work from copies after you have entered in your baseline activity data.

3.2. All data entry is done through the "Tables" tab from the SPS Setup : Database window. To enter data into a table, highlight the table name and click on the **Open** button. Specific table descriptions follow.

3.3. All reports are run from the "Reports" tab from the SPS Setup : Database window. To run a report, simply highlight it, click on the **Preview** button, and then if so desired you can print it. **CAUTION,** some reports can be hundreds, or even thousands of pages long! It is strongly recommended that you preview reports and check the total number of pages before you print.

Security Model Profile

4. ***Objects per Class*** Table - Setting up which specific Document Objects will belong to each Class of Document Objects is the first step. For example, all requirements related documents (PR's, CDRL's (DD1423), etc.) would generally all belong to the Requirements Object Class.

   4.1. The default data is the DOD standard data set of both Object Classes and assigned Document Objects (e.g., SF's, PR, etc.).

   4.2. If you need to add/modify Object Classes (Note: Adding or modifying an object class in this table only affects the pulldown list options. The user must make any updates to the ***Object per Class*** table separately.):

      4.2.1. Highlight the ***Document Classes (Lookup data)*** table and click on the **Open** button.

      4.2.2. To add a new object class, place the cursor in the open cell at the bottom of the list and type in the name of the new object class.

      4.2.3. To modify an object class, simply place the cursor in the cell of the appropriate class title and modify it.

   4.3. If you need to modify Document Object assignments to Object Classes

      4.3.1. Highlight the ***Objects per Class*** table and click on the **Open** button.

      4.3.2. Locate the appropriate document in the **Document Objects** column.

      4.3.3. Place the cursor in the corresponding cell of that document object's Class column.

      4.3.4. Click on the downward arrow and select the appropriate new Object Class from the pulldown list. Press enter.

      4.3.5. When you have made all necessary changes, from the menu bar select File, then Close.

5. ***Groups*** Table – This table is where you establish your security group names and their definitions. This serves as the basis for the lookup table for all of the other tables that use security groups other data tables (i.e., This table provides the pulldown list for both the Viewing Group and Owning Group columns.

   5.1. To add a new security group, highlight the ***Groups*** table and click on the **Open** button.

      5.1.1. Place the cursor in the Group Name column of the empty record at the bottom of the list. Enter in the name of the new group.

      5.1.2. Place the cursor in the Definitions/Rights column and type in the group's general definition and rights.

      5.1.3. When you have made all necessary changes, from the menu bar select File, then Close.

6. ***Groups Rights*** Table – This table is where you associate the specific rights each viewing security group has to each owning group.

   6.1. Only enter a record in if the viewing group will have one or more rights to the owning groups' document classes. Each viewing group will normally have some access rights to others in their security group; this is what you have when the viewing group = owning group. You need to have a record in this table for every class of documents of an owning group that the viewing group will have some level of access to. For example, if the Buyer group will be able to have read, write, and move access for the Requirements class of documents that are owned by the Clerks group there needs to be a record entered in the table like this:

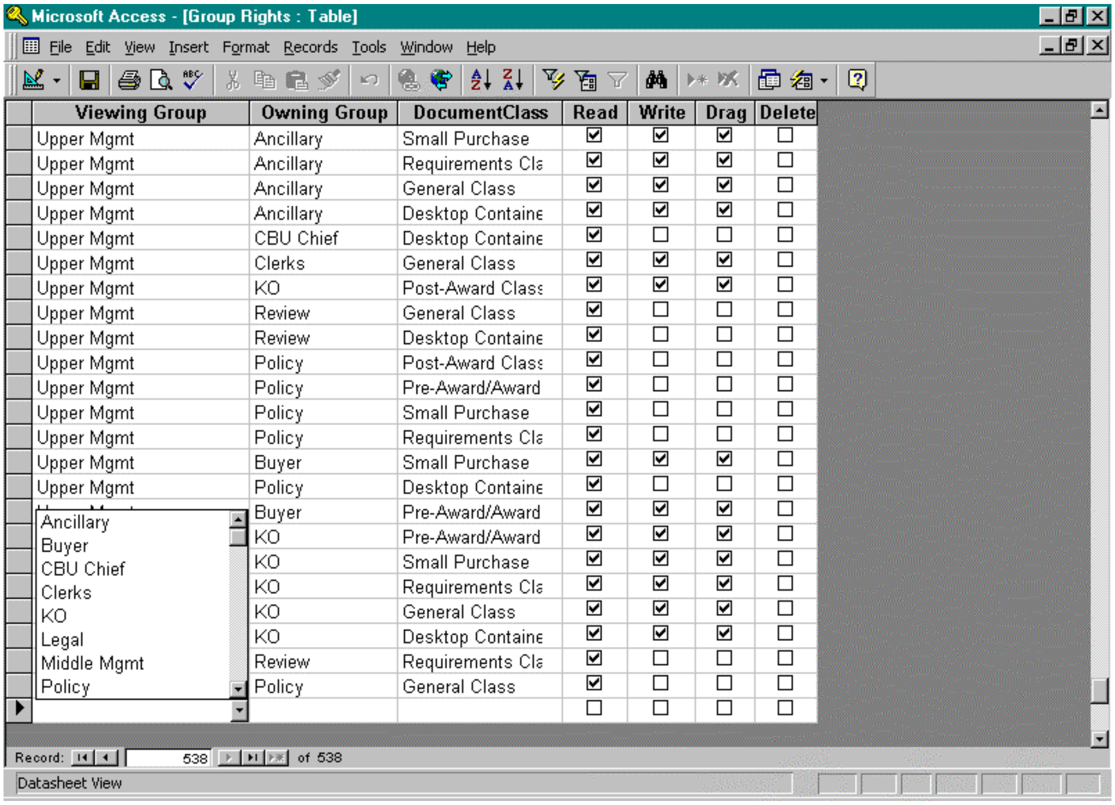
Viewing Group	Owning Group	DocumentClass	Read	Write	Drag	Delete
Buyer	Clerks	Requirements	Yes	Yes	Yes	No

This information may currently be presented in a spreadsheet format as below:

Viewing Group	Owning Group	Requirements Class
Buyer	Clerks	rw/m-

6.2. To add a new viewing group/owning group relationship:

6.2.1. From the menu bar select **Insert** then **New Record**. The cursor will move to the bottom row of the table and in the Viewing Group column. Click on the arrow in the Viewing Group cell to access the pulldown list. Select the appropriate group.



Viewing Group	Owning Group	DocumentClass	Read	Write	Drag	Delete
Upper Mgmt	Ancillary	Small Purchase	☑	☑	☑	☐
Upper Mgmt	Ancillary	Requirements Cla	☑	☑	☑	☐
Upper Mgmt	Ancillary	General Class	☑	☑	☑	☐
Upper Mgmt	Ancillary	Desktop Containe	☑	☑	☑	☐
Upper Mgmt	CBU Chief	Desktop Containe	☑	☐	☐	☐
Upper Mgmt	Clerks	General Class	☑	☑	☑	☐
Upper Mgmt	KO	Post-Award Class	☑	☑	☑	☐
Upper Mgmt	Review	General Class	☑	☐	☐	☐
Upper Mgmt	Review	Desktop Containe	☑	☐	☐	☐
Upper Mgmt	Policy	Post-Award Class	☑	☐	☐	☐
Upper Mgmt	Policy	Pre-Award/Award	☑	☐	☐	☐
Upper Mgmt	Policy	Small Purchase	☑	☐	☐	☐
Upper Mgmt	Policy	Requirements Cla	☑	☐	☐	☐
Upper Mgmt	Buyer	Small Purchase	☑	☑	☑	☐
Upper Mgmt	Policy	Desktop Containe	☑	☐	☐	☐
	Buyer	Pre-Award/Award	☑	☑	☑	☐
	KO	Pre-Award/Award	☑	☑	☑	☐
	KO	Small Purchase	☑	☑	☑	☐
	KO	Requirements Cla	☑	☑	☑	☐
	KO	General Class	☑	☑	☑	☐
	KO	Desktop Containe	☑	☑	☑	☐
	Review	Requirements Cla	☑	☐	☐	☐
	Policy	General Class	☑	☐	☐	☐
			☐	☐	☐	☐

6.2.2. Move the cursor to the Owning Group column and select the appropriate Owning Group from the pulldown list.

6.2.3. Move the cursor to the DocumentClass column and select the appropriate document class from the pulldown list.

6.2.4. Move the cursor over to the Read checkbox. By either click the cursor on the box or using the spacebar, check the box as appropriate.

6.2.5. Repeat for each access right as appropriate.

6.2.6. Repeat steps for each new Viewing Group/Owning Group relationship.

6.2.7. Shortcut: You can highlight one or more existing records by clicking the cursor in the grey column to the far left of the each record. From the menu bar select **Edit**, then **Copy**. Then select **Edit,** then **Paste Append**. This will paste the number of new records to the bottom of the table. You must then go in an edit each of the new record.

6.2.8. When you have entered in all of the new records, you can then reorder them by placing the cursor in the Viewing Group column, then from the menu bar selecting **Records**, then **Sort**, then **Sort Ascending**.

6.2.9. When your finished adding new records, select File, then Close. Choose yes if asked "Do you want to save changes to the design of the table 'Group Rights'?" This will save your resorting of the records.

7. ***Names*** Table – This table is where you enter in the name of the each of the individuals that will be authorized a license for SPS at your activity. This table contains other columns of data that will be associated only individual users as well. You may choose to enter in all of the data at this time or may wish to just enter in the names of users. Only the names are used for determining the access rights, while the warrant is used when determining contract/modification release authority. To build the warrant type pulldown list see below.

7.1. Enter the names (in the format Last, First, MI (optional)) of all potential users of the SPS. They may be entered in any order as they will be sorted alphabetically by the system. You may enter in many more people in this system then you intend for the SPS for evaluation purposes. The list of people you will want to input into SPS will be only those assigned to security groups.

7.2. If desired (as when using this system to document your actual security model), enter in the user ID for each individual.

7.3. If an individual has been granted a contracting warrant by their command, choose the appropriate warrant type for that individual from the pulldown list. If a person does not have a warrant, leave this field blank. Note: The data for this pulldown list is maintained in the ***Warrant Type (Lookup data)*** table. For the purposes of this model, it is assumed that an individual will only have one type of warrant.

7.4. If desired (as when using this system to document your actual security model), click the cursor in **Inactive?** column to indicate that the user is no longer active in the SPS system. This system defaults that a user is active unless you check off here that they are not. This is to save you time in building and maintaining this system.

8. ***Users*** Table – This table is where you assign an individual from the ***Names*** table to a security group from the ***Groups*** table. If an individual is to be assigned to more than one security group, a separate record for each security group is required for that person. For example, if John Smith will be assigned to both the Ancillary and System Administration security groups, there will be two records in this table:

UserName	Group
Smith, John	Ancillary
Smith, John	System Administrator

8.1. To add a user simply place the cursor in the empty cell of the UserName column at the bottom of the list. Click on the downward arrow and choose the name from the pulldown list. Then press Enter.

8.1.1. Shortcut: After placing the cursor in the blank cell, simply start typing the person's last name. You need only to type until the correct name appears. Then press Enter.

8.2. To assign the user to a security group, simply move the cursor to the cell of the Group column and click on the downward arrow and choose the appropriate security group from the pulldown list. Then press Enter.

8.2.1. Shortcut: After placing the cursor in the blank cell, simply start typing the security group name. You need only to type until the correct name appears. Then press Enter.

8.3. To modify a security group assignment, simply place the cursor in the appropriate record cell, and select the correct entry.

8.4. To delete a record, move the cursor to the grey column on the far left of the table and highlight all the records you wish to delete. Then press the delete key. You will need to confirm that you wish to delete those records.

8.5. When you have completed assigning users to security groups, you should resort the records. Highlight the column by moving the cursor to the top of the UserName column and clicking. From the menu bar select **Records**, then **Sort**, then **Sort Ascending**.

8.6. When your finished adding new records, select File, then Close. Choose yes if asked "Do you want to save changes to the design of the table 'Group Rights'?" This will save your resorting of the records.

9. Menu Access Rights – Currently Under Development in the model. Basically, Any user can create any type of document they have menu access to, regardless whether or not they have been granted any access rights to that document once it has been created. For example, if you do not limit menu access rights of the Office of General Counsel security group (which can only view SF30's), they could theoretically create a "test" SF30 and never be able to edit or delete it. Therefore, a security group's menu access rights should closely reflect its groups rights access.